POSITION SEARCH – Public Engagement Coordinator

Candidate Profile

June 2023

Office Location: Saint Paul, Minnesota
Activity Areas: Historic Preservation | Volunteer Engagement | Public Relations
Category: Program Coordination and Outreach
Job Type: 1099 Contractor, Full-Time, 8 Months
Hourly Wage: $26.00/hour
Hours: 40 hours per week/Full Time

Rethos is a non-profit organization that leads and inspires people to connect to historic places, promoting equity, community vitality, and engagement. Through its programs and services, Rethos advocates for a new understanding of preservation that highlights the histories of underrepresented communities and equitably enhances community vibrancy on a broad spectrum, including activities that directly impact economic and social well-being.

Rethos is building our team! In the coming years, Rethos will be growing and looking to hire and promote a high-functioning, diverse team to work in an environment of inclusion, equity, collaboration, and innovation. Rethos operates in communities in every corner of our state and across the region, and our team members should look like and share the lived experiences of these varied communities. For us, diversity comes in various forms including race, gender affiliation, abilities, location, and socio-economic backgrounds. We welcome, cultivate, and seek out difference.

This listing is for a full-time, contract coordinator position that will work with our Heritage Tourism and Real Estate programs. The Public Engagement Coordinator will, under the supervision of the Heritage Tourism Manager, engage with existing and recruit additional volunteers for Doors Open Minneapolis 2024. It will also work with our Real Estate program to continue existing outreach efforts to help expand our Historic Rehab Loans. This position reports to our Heritage Tourism Manager and is located in our Saint Paul office.
KEY ACCOUNTABILITIES

• Guides, oversees, and implements the basic elements of an effective volunteer program including providing support for events, projects, and activities
• Manages the inquiry-to-placement process, providing volunteer supervision, coaching and guidance to paid and unpaid staff who supervise volunteers
• Manages outreach to Real Estate contacts and media outlets for promotion of Rethos’ Historic Rehab Loans in multiple states

Doors Open Volunteer Development (75%)

• Ensures all volunteers are properly recognized and thanked for any level of volunteerism
• Presents agency programs and highlights services and needs to potential volunteers and organization groups
• Provides ongoing information about volunteer events and opportunities to agency staff and the greater community by collaborating with Rethos Communications Associate to develop content for the website and social media platforms
• Presents information to area businesses and organizations to enhance community awareness and support
• Collaborates with the Development Director to reach potential donors and sponsorship agreements
• Develops plans to increase volunteer opportunities and presents them to the Heritage Tourism Manager for approval
• Develops and implements volunteer recruitment activities
• Serves as the primary point of contact for all new volunteer interest inquiries
• Designs and implements volunteer training sessions for relevant events and volunteer opportunities
• Acts as primary contact for all volunteer activity during event

Real Estate Media Relations (25%)

• Manage database of Real Estate contacts to nurture existing relationships and grow new connections for the expansion of Historic Rehab Loans
• Identify and promote stories about Rethos’ Real Estate division for magazine and media coverage
• Coordinate volunteers for Rethos Real Estate, including database management and event planning
BACKGROUND AND KNOWLEDGE AREAS

- Ability to build and maintain working relationships with a wide variety of people and organizations, including within communities that have historically been underrepresented in historic preservation.
- Must have a valid driver’s license, access to reliable personal transportation, and the ability and willingness to travel regularly within the Minneapolis-St. Paul metropolitan area and some travel in Greater Minnesota.
- Strong interpersonal, verbal communication, and presentation skills.
- Excellent organization and file management skills.
- Experience using fundraising and volunteer management software, like Neon CRM, or similar.
- Working knowledge of Microsoft Office (Outlook, Word, Excel, PowerPoint).

EDUCATION AND EXPERIENCE

Desired:

- Cultural competency and fluency in a language other than English is highly desired, with a preference for Spanish, Hmong, or any languages of the Cushite family.
- 2-3 years’ experience working in an office environment.
- 1-2 years’ staff experience in a volunteer engagement program (volunteer or paid).
- Training (one of the following):
  - Bachelor’s degree in one or more these areas: historic preservation, tourism, public relations, history, anthropology/sociology, environmental studies, planning, geography, community development, public administration, or a related field OR
  - Three to four years paid or volunteer experience working jointly in two or more of the above fields.

Preferred:

- Experience starting a volunteer engagement program (paid or volunteer).
- Experience in heritage tourism (paid or volunteer).
- Experience in real estate and/or media outreach.
- Familiarity with the geography and history of Minnesota and its ethnic and cultural diversity.
Earliest anticipated start date: October 2, 2023.

Deadline for application: September 29, 2023. Applications will be evaluated as they are received and interviews will be scheduled as suitable applicants are identified. September 29, 2023 is the latest the search will close.

Submit a cover letter and resume in PDF format to Info@Rethos.org. Any questions can be directed to Kelly Fischer, Heritage Tourism Manager at Kelly@Rethos.org; please use subject line: Public Engagement Coordinator Position Inquiry. No phone calls, please.